



Personnel Commission Meeting May 16, 2023

APPROVED MINUTES

1.0 CALL TO ORDER

- 1.1 Chairperson Lane called the regular meeting to order at 2:00 p.m. followed by the Pledge of Allegiance.
- 1.2 Establishment of Quorum.
Present: Chairperson, Lawrence Lane; Vice Chairperson, Lynn Miller; and Member, James Rapoza

Guests: Executive Director of Human Resources, Troy Cope, Julie High, Ed.D., Scott Mean-Hill, Joey Stanbra, Melissa Lopez, and Karina Mendez

2.0 APPROVAL OF MINUTES/AGENDA

- 2.1 The minutes of the Personnel Commission meeting of April 18, 2023 were approved (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None
- 2.2 To accept the agenda as amended (Miller/Rapoza).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

3.0 COMMENTS OR SUGGESTIONS FROM EMPLOYEES OR GUESTS

- 3.1 None.

4.0 REPORTS

- 4.1 Chairperson or Member's Report
 - 4.1.1 The Commissioners sent happy graduation to the students graduating this year and thanked all staff for a job well done this school year.
- 4.2 Executive Director, Human Resources' Report
 - 4.2.1 Executive Director Cope invited the Commissioners to attend the various graduation ceremonies for the Alternative Education and Special Education Departments.

5.0 CONSENT AGENDA

- 5.1 The consent agenda (5.1-5.5) was approved as submitted (Rapoza/Miller).
Ayes: Unanimous
Noes: None
Abstain: None
Absent: None

6.0 CORRESPONDENCE

6.1 Correspondence to Superintendent from Commissioner Lane, May 12, 2023

Correspondence was sent to the Superintendent about the final Personnel Commission budget of \$312,391.37 for the 2023-2024 school year.

7.0 OLD BUSINESS

7.1 Classification/Reclassification Study Input—Discussion

Managers and employees were notified that they would have an opportunity to make comments and submit written remarks regarding the preliminary report at the May Personnel Commission meeting. Written input had to be received by the Human Resources Department by 5 p.m. on May 5, 2023 for inclusion in the Personnel Commission packet. Written remarks were received by Network and Systems Administrator, Joey Stanbra. The Personnel Commission allowed employees to orally address the Commission. Discussion followed about the input submitted.

7.2 New Classification—Second Reading—Behavior Modification Technician—Action

Due to our autism programs being projected to start the school year near capacity, particularly in the three elementary school programs, we added an additional program this year but did not increase behavioral staffing levels. Our current BCBA is also supporting multiple students within our Severely Handicapped (SH) strand; we have seen an increase in the demands for behavioral support in our Post-Senior programs. When a student requires direct behavioral support, it leaves all other 14 programs without BCBA support. We are projected to start with over 110 students next year, up from 90 just five years ago, yet we have not added additional providers to provide behavior modification services. The new recommended title will be Behavior Modification Technician. Administration and the Classified Employees' Point Factoring Committee met on Thursday May 11, 2023 and point-factored the job description. This constitutes a second reading.

Motion: To approve the new classification and job description for Behavior Modification Technician as well as approve the Classified Employees' Point Factoring Committee's recommendation that the position be placed at Range 40 (\$5,876 to \$7,452) on the classified salary schedule (Miller/Rapoza).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

8.0 NEW BUSINESS

8.1 Classification Revision—First Reading—Manager, School-Based Health—Action

Due to the national emergency on COVID-19 ending May 11, 2023, there is a need to revise the current classification of Manager, COVID-19. Instead this classification will focus not only in COVID protocols but also any physical health conditions related to staff and students. The new recommended title will be Manager, School-Based Health. This classified management position will remain on Level 4 (\$99,799 to \$127,376) of the classified management salary schedule. This constitutes a first reading.

Motion: To approve the revised classification title and proposed job description for Manager, School-Based Health at the first reading (Rapoza/Miller).

Ayes: Unanimous

Noes: None

Abstain: None

Absent: None

9.0 SCHEDULE OF UPCOMING EVENTS

9.1 June 20, 2023, Regular Meeting of the Personnel Commission at 2 p.m. in the Board Conference Room: 400 Encinal Street, Santa Cruz, CA 95060.

10.0 ADJOURNMENT

10.1 The meeting of the Personnel Commission was adjourned at 2:29 p.m.

Distribution:

Personnel Commission
Dr. Faris Sabbah, Superintendent
SCCOE Board of Education
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Attest:

Troy Cope

Executive Director, Human Resources